



### **POSITION OPEN: Director of Finance and Operations**

The Miquon School is seeking a Director of Finance and Operations (DFO) beginning July 1, 2019. We are a community that is diverse along ethnic, economic, and religious lines and Miquon seeks applicants who represent and broaden that diversity.

#### **The Role**

The DFO is a member of the Administrative Team. S/he guides all conversations related to finance and operations, takes a proactive approach on projects, and recommends best practices. As the school's chief financial officer, the DFO collaborates with the Principal and Board of Directors on all of the school's financial affairs. In addition, the DFO ensures successful functioning of non-academic operations by coordinating with IT, facilities, transportation, and reception. The DFO also will lead efforts to build and maintain environmentally sustainable practices and procedures in relation to campus infrastructure, upkeep, and expansion.

#### **Finance Responsibilities**

- Provides financial management, accounting, analysis, reporting, planning, and projections for Administrative Team, Principal, and Board.
- Ensures accounts payable and receivable; prepares and maintains accurate financial budgets; reports to and reconciles with all school departments.
- Works with Development to manage PA Educational Improvement Tax Credit (EITC) and PA Opportunity Scholarship Tax Credit (OSTC).
- Works with Admissions to evaluate and grant Financial Aid awards.
- Produces tax documents and oversees annual audit.
- Supervises Bookkeeper.

#### **Operations Responsibilities**

- Administers all Human Resources, including payroll and benefits.
- Oversees maintenance and safety of physical plant, including supervising the Director of Facilities.
- ☐Negotiates and coordinates with external contractors, including but not limited to: IT, woodlands, waste management, janitorial, utilities, and construction.
- Supervises Administrator for Office Support on transportation (bus and van) activities.
- Supervises Administrator for Community Support on reception desk activities.
- Supervises designated staff person on food service activities (school snack).
- Supports Director of Summer Programs with rentals, programs, budgets, etc. ☐

## **Qualifications**

Qualified candidates will have prior experience in accounting, finance, facilities, and human resources, preferably in an independent school or nonprofit organization. Candidates should demonstrate strong organizational and problem-solving skills; the ability to motivate, direct and train staff; and excellent interpersonal, collaborative, and communication skills.

Five years of executive financial management experience in the nonprofit sector and a CPA and/or MBA is preferred, along with education and/or at least five years' professional experience in maintenance and facilities management. Candidates must also possess prior supervisory experience.

In addition to the above listed requirements, we enthusiastically welcome other talents to enrich our community. We actively seek candidates whose interests and experiences may include, but are not limited to: music (especially folk music), languages, equity and inclusion, nature and the natural world, and building/making/tinkering.

## **Compensation and Benefits**

This is a full-time, exempt position and an opportunity to become a part of a vibrant, family-friendly community. The benefits package includes medical, vision, and dental insurance; tuition remission; professional development opportunities; and an employer-matched retirement plan. The package includes generous paid time off for personal, vacation, and sick days, as well as a flexible daily work schedule.

## **About Miquon**

Founded in 1932 in a tradition of Progressive education that is strongly upheld today, Miquon is a small, independent, coeducational elementary school just outside Philadelphia for children in Nursery (age three) through the 6th grade. The school enrolls approximately 150 students in eight mixed-age groups, typically 18-24 children in size. Each classroom has one lead and one assistant teacher, who are together responsible for providing instruction for their group.

Miquon is dedicated to preserving childhood, using innovative student-centered teaching practices, and developing children's knowledge of and appreciation for the environment. Time spent outside on our 10-acre campus including woods, fields, and creek is an integral part of every child's Miquon experience. We value independent thinking, varied individual and collaborative approaches to learning, authentic assessment methods, and creative, child-focused approaches to curriculum development.

*The Miquon School does not discriminate on the basis of race, religion, gender, or sexual orientation in the employment of staff, admission of students, granting of financial aid, or the administration of school policies.*

## **Application Procedure**

Please send your resume, three references, and a cover letter addressing your skills and experience in the areas listed above to [resumes@miquon.org](mailto:resumes@miquon.org).